



ADVISING  
COMMUNITIES

## Process to Become an Advising Community

Advising Communities (ACs) are charged with:

- Advancing [NACADA's Vision, Mission & Strategic Goals](#)
- Proposing and facilitating professional development activities around Community topics to engage members
- Providing resources to advance the professional development of members while focusing on the specific area of the Community.

*The ACD helps advisors help students!*

## Timelines

Below are the suggested timelines for the process to become an Advising Community (AC). The [Priority Timeline](#) has a formal proposal request deadline of December 1<sup>st</sup>. If this deadline cannot be met, member(s) interested in starting an Advising Community can follow the [Alternative Timeline](#).

### Priority Timeline

1. **Submit a formal request.** The request for a potential new Advising Community (AC) is made by NACADA member(s) to the Advising Communities Division (ACD) Representatives and the Executive Office Liaison to the Division. This request should include:
  - a. No more than 1-page rationale which clearly explains the need for this new AC and how it will avoid overlap with an existing AC's mission AND
  - b. The name of the Interim Chair for the AC who will be responsible for coordinating the first meeting at Annual Conference and any subsequent communication to potentially interested members AND
  - c. The names of potential Steering Committee members (at least 2 NACADA members) that will help the Chair facilitate the new request for the AC.

**Due by December 1<sup>st</sup> of the year leading up to Annual Conference.**

2. **Review of proposal.** The Executive Office Liaison and AC Division Representatives will review the rationale and contact additional Advising Community Chairs they believe might be affected by starting this new group for additional feedback. They will then make a decision of preliminary approval or disapproval for this Potential AC.
3. **Approval of Potential Advising Community (PAC).** Upon approval of said formal request for the Potential Advising Community (PAC) and timing, *if requested:*
  - a. A meeting space at Annual Conference may be assigned for the PAC for the purpose of a Community meeting. The meeting time slot is typically held during the last morning breakfast of the annual conference. This request must be received by the NACADA Executive Office **by February 1st** so as to arrange for the needed space with the Executive Office's Annual Conference Liaisons.
  - b. A space at the AC Division Fair may be provided for the PAC.
  - c. A LISTSERV mailing list may be established for the PAC.
  - d. An announcement may be included in NACADA's Monthly Highlights eNewsletter publication which is distributed to the association's membership.
  - e. Time may also be given at the AC's Annual Division meeting held during or before annual conference for discussion of the PAC with Division Leadership (15 minutes maximum).

*These requests are all to be determined based on space at Annual Conference, the timing of the request, and are not guaranteed.*

#### **Due by February 1st of the year leading up to Annual Conference.**

4. **Survey of interested members:** Prior to the first Annual Conference of the Potential AC, the Interim Chair, and any possible Steering Committee members, are required to create a survey (Google Doc, SurveyMonkey, Qualtrics, etc.) with approval by the Executive Office Liaison and Division Reps.
  - a. The purpose of the survey will be to track how many members would be interested in this Potential Advising Community.
  - b. The Interim Chair of the PAC should identify a list of current Advising Communities for survey distribution to their membership. The Division Reps and EO Division Liaison will approve or modify the list of ACs proposed.
  - c. The survey will then go out to the membership of identified ACs.
    - i. This survey must include a question on whether interested PAC members would opt out of membership of one of their four current Advising Communities in order to join this new AC, if approved.

#### **Due by September 1st of the year leading up to Annual Conference.**

5. **Annual Conference:** The Potential Advising Community (PAC) hosts their first Community meeting at NACADA's Annual Conference and may be provided a space at the Advising Communities Division Fair depending on factors mentioned in #3 above.
  - a. During these events, the Interim Chair of the PAC continues collecting evidence for the viability of the group. Attendance at Annual Conference by someone representing the PAC is strongly encouraged, if not the Interim Chair.

**Due in October at NACADA's Annual Conference.**

For online assistance in recruitment of membership and collecting evidence:

- a) To collect feedback from members who may be unable to attend the annual conference, additional requests can be made by the PAC Chair to the Division Reps and EO Liaison. The following requests need to be submitted with enough time to set up prior to the months leading up to annual conference.
  1. The PAC could utilize electronic communication and can ask for assistance from the EO Liaison in setting up a Virtual Advising Community Meeting online via Zoom.
  2. Assistance in sending survey out via the NACADA's LISTSERV mailing list system for the PAC may also be available.
  3. The PAC Chair may also set up a Facebook Group and post to social media platforms to recruit membership and interest to the PAC.

**Due prior to September of the year leading up to Annual Conference.**

6. **Demonstration of significant evidence for support of Advising Community:** For at least one calendar year, before and after the Annual Conference, the PAC Interim Chair and Steering Committee members will collect evidence and further activity to provide proof of the need for this Advising Community. To include:
  - a. Facilitation of formal and informal online Advising Community events
  - b. Submit conference proposals to Annual Conference or Region conferences
  - c. Events at Region Conferences
  - d. Write articles or create resources
  - e. Partner with other AC's

*Please refer to the "Thinking of Becoming an Advising Community?" document for more information.*

**To be completed in the year leading up to Annual Conference and to be continued after Annual Conference events and PAC activities.**

7. **Formal Report for the Potential Advising Community.** After one calendar year has elapsed, and after Annual Conference, submission of a formal request to create the additional Advising Community should be sent to the AC Division Representatives and Executive Office Liaison. This request should include:

- a. Rationale for creation of the AC - Interim Chair should describe how the PAC would address a unique need not already addressed by an existing AC or other group within NACADA (such as a Committee or Advisory Board within the Administrative Division).
  - i. Expand on how the group will help advisors help students.
- b. Inclusion and Engagement Statement - Discuss how the PAC might address NACADA Strategic Goal #1 for its future members, enhance and seek to expand the diversity of NACADA, foster inclusive practices within the Association that respect the principle of equity and the diversity of advising professionals across the vast array of intersections of identity.
- c. Advancement of NACADA's mission, vision, and goals in terms of research - Indicate how the PAC will contribute to the advancement of research, literature, or other resources in the field of academic advising.
- d. Post-Conference Report – to include:
  - i. The names of the first appointed AC Chair
  - ii. The names of the first appointed AC Steering Committee members
- e. Evidentiary support of activity and membership – The Interim Chair must include results from the survey of interested members and a list of activities conducted with numbers of people that attended/participated.
  - i. If more time is required to document evidentiary support, then the interim Chair will update the Division Reps about their progress by the November 15th Post-Conference Report due date.
  - ii. If the Division Reps feel more evidence is required to support the request, they will ask potential groups to execute the goals laid out in their post-conference report with a review date of the following August 15th when Annual Reports are due. This will delay voting until or after Annual Conference for the PAC.

*Each Potential Advising Community is different, and the Division Reps reserve the right to postpone the deadlines and dates laid out in this process in order to gather more evidence/support of the need for this new AC.*

**Due by November 15th following Annual Conference.**

8. **Advising Communities Division Meeting:** If the Division Reps feel the PAC has sufficient evidentiary support to go to a vote to be formally added as an AC, then the PAC will be provided time (up to 10 minutes) to present their case for the new AC to the Division. This may be done through presentation on behalf of the Interim PAC Chair through:
  - a. A recorded video presentation posted to a webpage for review
  - b. An online Zoom meeting, depending on timing and circumstances

*The Potential Advising Community may be discussed following the presentation by the ACD Leadership via a special meeting if the Division Reps deem it necessary.*

### Due in December following Annual Conference.

- 9. Advising Communities Division Vote:** An electronic vote by Division Chairs and Leadership will be conducted after an opportunity for review of the PAC's meeting or online presentation. The voting can be done via email, poll, or at a special meeting. Vote may take place by **December 15:**
- a. **If the Division vote is positive:**
    - i. AC Division Representatives finalize decisions **by January 15** and bring the item to the NACADA Council at the most immediate meeting following.
    - ii. A decision by the NACADA Council is made, if possible, **by February 1** to meet Annual Conference deadlines as conditional acceptance of this Advising Community.
  - b. **If the Council vote is positive:**
    - i. The item moves forward to the NACADA Board of Directors (BOD) will vote for approval at their next meeting when it can fit on their agenda.
  - c. **If the Board of Directors vote is positive:**
    - i. The new AC is added to the NACADA membership form as a possible choice by members and may be announced in an all-member email and/or on social media if requested by the Chair.
    - ii. The Interim Potential Advising Community Chair becomes the official Chair and agrees to take on a two-year term, after which they will join the election cycle.
    - iii. A LISTSERV and webpage are established for the new AC.
    - iv. The AC will be given a slot for their community meeting and the ACD Fair at Annual Conference.
    - v. The group will be added to the Annual Conference proposal system as soon as it can be managed within the Annual Conference proposal cycle in coordination with the Annual Conference Advisory Board.
      1. This may not happen until the following annual conference year dependent on logistics, timing, approval process of the AC. (e.g., If approved at the Board and Council mid-year meeting in 2020, then the AC will be added to the proposal system/session sponsorship for the 2021 Annual Conference.)
    - vi. The AC will be provided a Cluster Rep for support and guidance within the Advising Communities Division.

### Due in February or March following Annual Conference.

## Alternative Timeline

1. **Submit a formal request.**
  - a. Between December 2 and June 15.
  - b. Any request received with the priority timeline will not have a community meeting at the upcoming annual conference. PAC will have to wait a full annual conference for event considerations at the next Annual Conference.
  - c. Any requests to initiate an Advising Community after June 15 must follow the priority timeline above.
2. **Review of proposal.**
  - a. Between June 15 and September 15.
3. **Approval of Potential Advising Community (PAC).**
  - a. At Division's Annual Meeting or between October and December 1.
  - b. Upon approval, and following that year's Annual Conference, PAC will now be in consideration for the upcoming Annual Conference.
    - i. For example, if the proposal was received by June 15<sup>th</sup>, 2022, the PAC would not be hosting at the upcoming 2022 Annual Conference. Their requests for meeting spaces, AC Fair, etc. would be for the upcoming 2023 Annual Conference.
  - c. Requests for Annual Conference related activities as detailed in Step 3 of the Priority Timeline must be received by February 1<sup>st</sup> prior to that year's upcoming annual conference.
4. **Survey of interested members.**
  - a. Between October of the immediate Annual Conference and prior to the next year's Annual Conference.
5. **Annual Conference**
  - a. October after approval and completion of steps 1-4.
  - b. PAC would not be participating in Annual Conference activities in the year formal request was introduced, rather, PAC would participate in Annual Conference the year following.
    - i. For example, if the proposal was received by June 15<sup>th</sup>, 2022, the PAC would not be included in the 2022 Annual Conference. PAC would engage in the 2023 Annual Conference.
6. **Demonstration of significant evidence for support of Advising Community.**
  - a. To be continued since the beginning of Step 1 and until Annual Conference has concluded.
7. **Formal Report for the Potential Advising Community.**
  - a. By November 15<sup>th</sup> following Annual Conference in which PAC has hosted an Community meeting and participated in the ACD Fair.
8. **AC Division Meeting.**
  - a. By December/January following Annual Conference.
9. **AC Division Vote.**
  - a. By February/March following Annual Conference.

## Additional Items of Note:

- If there is not significant progress forward in the Process to Become an AC for a PAC within a year's time in steps #1-6 above, the Division Reps may opt to remove the request completely or ask the PAC's leaders to repeat steps in the process to further prove viability moving forward.
- Understanding that the time required to document adequate evidentiary support for establishment of the Advising Community will vary between each potential AC, the Division Representatives will use their discretion and serve as the final authority in determining if and when too much time has passed for the interim Chair to move the request forward in the process and must start anew. Division Reps may also adjust this timeline based on the needs of the Division as a whole, as well as with individual Potential Advising Communities, as necessary, to ensure the future viability of any proposed groups
  - For example, if there are questions as to the future viability of a PAC, the leaders of that group may be asked to report on the outcomes of their Post-Conference Report through to completion of an Annual Report in order to review progress on established goals.
- 1 year must elapse after officially archiving an Advising Community in order for a new request to become an Advising Community will be processed. The group could opt to create a "new" Advising Community and not revive an archived group. However, the Division Reps will determine if there is enough change in focus, scope, mission, and goals for the group to be considered "new".
- Each potential Advising Community will be provided a meeting space and time at least one Annual Conference.

## Process for Ongoing Assessment of Interest

The field of higher education constantly changes and advising is a continually changing profession. In order to stay current with the profession and association, all ACs should be assessed on a continual basis. The AC Division will utilize the annual report that denotes specific requirements of each group and goals outlined by the AC Division for Advising Communities. These reports must be completed by chairs and will be part of the assessment of the AC each year to determine continued involvement in the Division.

1. **Year 1** - of no AC activity, as indicated by report/rubric or lack of report/rubric.
  - a. AC will be under observation (see Year 2/3).
  - b. Tracking will occur amongst various groups (e.g., is the chair communicating with AC Representatives or AC Steering Committee Members?)
2. **Year 2/3** - Observation year
  - a. AC Division Representatives will provide specific items on which the AC will be asked to focus during observation year(s)
    - i. If the AC meets the minimum requirements outlined and completes required reports, the AC will no longer be under observation and will return to active status.
    - ii. If the AC is unable to meet the minimum requirements outlined, AC Representatives will research the following:
      1. Does the AC have a history of struggle to secure nominations for AC Chair (i.e., no members running or interested in running for chair)?
      2. Has the Chair communicated with the assigned Steering Committee Member or AC Division Representatives or Executive Office Liaison?
      3. Has there been any activity via the AC listserv/email?
      4. Was there activity at annual (i.e., Division Fair, training attendance, group business meeting at annual)?
    - iii. If the group is determined to be fully inactive, the AC will be on probation (see Year 3/4).
    - iv. Item to note- During the observation year, the AC is still able to submit sponsored sessions at annual.
3. **Year 3/4** - Probation year
  - a. AC Division Representatives will provide specific items on which the AC will be asked to focus during continued probation year(s)
    - i. If the AC meets the minimum requirements outlined and completes required reports, the AC will return to active status.
    - ii. If the AC does not meet the minimum requirements, the AC will be archived.
    - iii. Item to note- ACs on probation will still have access to division funding and reimbursement in the hopes of providing tools for the AC to get back on track.